

COMMUNITY NUTRITION TEAM

# CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

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Winter 2009/2010

## Expanded Reimbursement Eligibility for Suppers

We are pleased to announce that Wisconsin has become eligible to receive reimbursement authority for "At Risk" After School suppers under the CACFP. The Agriculture, Rural Development, Food and Drug Administration and Related Agencies Appropriations Act, 2010, which was signed into law October 21, 2009, expanded the program to include Wisconsin. Approved "At Risk" After School Care sites may now be reimbursed for up to one snack and one supper per child served afterschool, or with State Agency approval, on weekends and holidays.

In order to be approved to receive reimbursement for suppers, your agency must submit a CACFP contract amendment via the on-line contract process. Please refer to the CACFP Internet Application manual found at:

<http://dpi.wi.gov/fns/cacfpapps.html> for instructions on submitting on-line CACFP contract amendments to update your contract for approval to claim suppers.

Participation in the "At Risk" After School Care Center component of the CACFP requires the institution to be a school or child care center located in the attendance area of a school in which at least 50 percent of enrolled children are eligible for free or reduced price school meals. The center must provide after school hour care and education or enrichment activities.

Please contact your assigned Community Nutrition Program Consultant if you have any questions.

## Making Updates to Your FY 2010 Contract

Now that your FY 2010 on-line application has been approved, what do you do when you need to make a change to it? The last page (p. 35) of the CACFP Internet Instruction Manual provides instructions on how to amend your application:

1. Go to: <http://dpi.wi.gov/fns/cacfpapps.html>.
2. Login with your permanent Agency Code and Password and follow the procedures described in the manual.
3. Click "Continue" to proceed through the contract to make the needed changes or additions.

4. **Print** all screens that have contract changes prior to submitting to DPI and maintain in your files for a period of three years, plus the current year.
5. You must continue through the entire contract and click on the **"I agree and accept the certification"** and **"Submit"** buttons. Click on the blue **"Logout"** button at the top of the screen. The updated information will then be resubmitted to DPI for approval.
6. **Print** the "Contract Application Submitted" page.
7. **Email your assigned Consultant informing them that there are changes to your contract.**

Changes such as updated license, meals service time changes and new Authorized Representative are examples of things that would need to be updated online. Please contact your assigned Consultant if you have any questions.

## NEW Nutrition Resources for Child Care Centers & Parents

Resources include: The *MyPyramid for Preschoolers* poster that features healthy eating and physical activity messages targeted to children ages 2-5. The *Two-Bite Club* is a storybook that parents or caregivers can read to children and encourage them to try foods from each food group by trying just two bites. *Pointers for Preschoolers* is a flyer with the *MyPyramid for Preschoolers* graphic on one side and *Pointers to Help Your Preschooler Develop Healthy Habits* on the other. Preschool Pointers is ideal for use in child care centers, day care homes, or to send home to parents. *Grow It, Try It, Like It! Preschool Fun with Fruits and Vegetables* is a kit that includes seven booklets featuring three fruits and three vegetables. *USDA Recipes for Child Care* is a kit that includes a CD-ROM of all recipes, nutrient information, safe food handling and more. Lastly, *Nibbles for Health: Nutrition Newsletters for Parents of Young Children* has recently been updated. All of these materials are available to child care centers enrolled in the CACFP for no charge. Order forms are available from the Team Nutrition website ([www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov)) at <http://tn.ntis.gov/>.



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## 2009 Due Dates for Quarterly Nonprofit Food Service Financial Reports

### For Sponsoring Organizations ONLY

(those with 2 or more sites on the food program)

1<sup>st</sup> Quarter (reporting period October 1, 2008 – December 31, 2008) is due **March 1, 2009**.

2<sup>nd</sup> Quarter (reporting period January 1, 2009 – March 31, 2009) is due **June 1, 2009**.

3<sup>rd</sup> Quarter (reporting period April 1, 2009 – June 30, 2009) is due **September 1, 2009**.

4<sup>th</sup> Quarter (reporting period July 1, 2009 – September 30, 2009) is due **December 1, 2009**.

The reporting form (PI-1463-A) is available online at <http://dpi.wi.gov/fns/centermemos.html> under Guidance Memorandum #11. Any questions, please contact Cari Ann Muggenburg at 608-264-9551 or by e-mail at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov).

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## USDA Memos

Recently issued Guidance Memos from USDA include:

### Memo No. Title

**06-2010** Expiring Income Eligibility Forms and Determining Claiming Percentages

**05-2010** Geographic Preference for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs

**04-2010** Q & As: Milk substitution for Children with medical or Special Dietary needs (Non-Disability)

**03-2010** Exclusion of Military Pay

**02-2010** Procurement Questions

**01-2010** Applying Geographic Preferences in Procurements for the Child Nutrition Programs – Updates

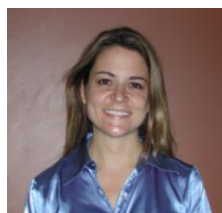
A link to the memos can be found on our website under **USDA CACFP Policy Memos** at: <http://dpi.wi.gov/fns/cacfp1.html>

## Staying Organized in the CACFP

We know how hard it is to stay organized with all the requirements of the CACFP. When are forms due? How often do you have to update them? When should forms be completed? We have created a checklist entitled *Listing of Required CACFP Documentation* that will help you keep track of all of the paperwork. You may want to print it out and hang it on a clipboard in your office or use it to add reminders to your calendar, and refer to it throughout the year to make sure you're on track. A copy of the form is attached and is also available online at: <http://dpi.wi.gov/fns/cacfp1.html>.

## CACFP Training PowerPoints Available on Website

If you missed the last presented nutrition training, we've posted the PowerPoint (PP) presentations for you to view on our website at: <http://dpi.wi.gov/fns/training.html>. There are three PP presentations available: [Production Records](#): this presentation details how to complete production records using the Food Buying Guide; [Menus, Meal Service Types, Vendor Agreements](#): this presentation goes through 3 menu exercises, talks about meal service types and briefly discusses vendor agreements; [Whole Grains](#): this presentation discusses how to determine if a product is whole grain. Specific examples are provided. There are also two handouts available that coincide with the production record presentation: [Instructions for Production Records](#) and [Production Records Samples](#). Please visit the website above and check out the additional training resources including the CACFP Webcasts. If you haven't already done so, we recommend you check out all of the webcasts available online. Even though you may have participated on the CACFP for years, you may learn something new from viewing the webcasts. We also recommend that any new staff involved with the CACFP, view the webcasts relevant to their duties.



## Welcome Moryah Becker

Moryah Becker, RD, MBA, joined the Community Nutrition Team as a Project Nutrition Program Consultant on October 13<sup>th</sup>. For the past year, Moryah was a Public Health Nutritionist for the School Nutrition Team, working with the USDA Fresh Fruit and Vegetable Program and the American Recovery and Reinvestment Act School Equipment Grant. Moryah earned her B.S. in dietetics from the University of Wisconsin-Madison and also holds a Masters Degree in Business Administration. Moryah's free time is spent teaching her dog, Charlie, to be a good boy, and traveling to any place that is warm where there is no snow.

# Unannounced Reviews

The Department of Public Instruction (DPI) Child and Adult Care Food Program (CACFP) may be making unannounced reviews to your center in the future. An unannounced review is an on-site review for which no prior notification is given to the facility or institution. If your agency is chosen for an unannounced review, it is **required** that all applicable CACFP records are available to the DPI official conducting the review. This is stated in the signed Permanent Agreement/Policy Statement (PI-1486-AP), page3, #25.

If the person who is responsible for the CACFP is not available at the time of the unannounced review, staff at the center **MUST** have access to the CACFP records that are requested. If the documents cannot be reviewed at the time of the unannounced visit, program payments may be disallowed for any meals for which proper documentation is not available. It may be helpful for your agency to create a CACFP binder or folders that are clearly labeled in order for other staff members to easily locate CACFP documents. If you have any questions, please contact your assigned Consultant.

## March is National Nutrition Month®

The American Dietetic Association created this nutrition education and information campaign. The campaign focuses attention on the importance of making informed food choices and developing sound eating and physical activity habits. The theme for March 2010 is "Nutrition From the Ground Up." Check out the American Dietetic Association website at [www.eatright.org](http://www.eatright.org) for a wealth of nutrition information. National CACFP Week, also in March, is scheduled for March 14-20, 2010. Take this opportunity to stress the importance of good nutrition. The meals and snacks served in your center through the CACFP are an important part of providing care. We are pleased to support your efforts in providing nutritious; appealing meals to the children and adult participants you serve.

In Wisconsin, there are currently 508 child care and 14 adult care agencies operating over 1,000 site locations, and 7 day care home sponsors, monitoring about 3,500 child care home providers, that are enrolled in the CACFP. Over 22 million meals were served to children and 259,000 meals served to adult participants in care in the Wisconsin CACFP during Fiscal Year 2009. Thank you for the invaluable work done on behalf of Wisconsin children and participating adults.

## Mealtime Memo

**Mealtime Memo for Child Care** is a Newsletter for child care providers participating in the CACFP, focused on good nutrition for young children. Each issue offers a recipe from the USDA Recipes for Child Care and a week's menus. The National Food

Service Management Institute (NFSMI), University of Mississippi publishes Mealtime Memos monthly on their website: <http://www.nfsmi.org/Default.aspx>, in the resource center section. Your agency can sign up to receive Mealtime Memos by email thru the NFSMI website. Check out this recent edition, *Helping Children Develop Healthy Eating Habits*, which offers healthy eating tips for parents, a list of children's books that include food and eating, a recipe for tiny meat loaves and sample menus, <http://www.nfsmi.org/documentlibraryfiles/PDF/20091102085739.pdf>

## Welcome New Agencies

Hayward Child Care & Preschool, Hayward  
Reilly Family Center LLC, Rhinelander  
Wee Care II LLC, Eagle River  
Altoona Family Child Care Center LLC, Altoona  
Christ Cares for Kids, Marshfield  
Kyrik Enterprise LLC, Oshkosh  
Dream Angel Child Care Center Inc, Milwaukee  
Innovative Playhouse Inc, Green Bay

## DPI Staff Changes

Former Director of the Community Nutrition Team, David Dees, has retired after more than 35 years of service to the State of Wisconsin. Ellen Sullivan is the acting Interim Program Director of the Community Nutrition Team until the Director position is filled.

David Murray, Accountant in the Federal Aids and Audit Fiscal Unit is also retiring in December. David works with processing the reimbursement claims each month. Please contact Jacque Jordee with any claiming questions you may have. See contact info on page 4 of this newsletter.

Also note, Dr. Tony Evers was sworn in as the new state superintendent of public instruction on July 6, 2009.



## Whole Grain or Not?

**Does "Made with Whole Grains" mean the food is a good whole-grain source?**

Not necessarily. "Made with whole grains" means that the product has some whole grain in it, but the product is not 100 percent whole grain. When looking for whole-grain choices, make sure the label says "100 percent whole grain" and the ingredient label says "whole" before the grain. Whole grains include brown rice, bulgur, oatmeal, whole-grain corn, whole oats, whole rye, whole wheat and wild rice. *Information taken from the [www.eatright.org](http://www.eatright.org) website.*

# Division for Finance & Management

Community Nutrition Programs FAX . . . (608) 267-0363

## Community Nutrition Team

**Ellen Sullivan, Interim Director** . . . . . (608) 267-1070

Amy Kolano, RD, CD, Coordinator,

Summer Food Service Program . . . . . (608) 266-7124

**Ellen Sullivan, RD, MS, CD**

**Team Leader** . . . . . (608) 267-1070

Cari Ann Muggenburg, Auditor-Senior. . . (608) 264-9551

Barb Douglas, Office Operations Associate. (608) 267-9129

## Nutrition Program Consultants

Lisa Calderone . . . . . (608) 266-5763

Renee Drake . . . . . (608) 266-3874

Kim Musiedlak . . . . . (608) 264-9542

Monica Owsichuk, RD, CD . . . . . (608) 267-2373

Moryah Becker, RD . . . . . (608) 266-9982

Molle Polzin, RD, CD . . . . . (608) 267-9210

Mike Ryan . . . . . (608) 267-9130

Jill Schneeberg . . . . . (608) 261-6334

## Federal Aids and Audit Fiscal Unit

Federal Aids and Audit FAX . . . . . (608) 267-9207

Jacque Jordee, Financial Specialist . . . . . (608) 267-9134

Angie Moen, Financial Specialist . . . . . (608) 267-9196

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<http://dpi.wi.gov/fns>



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## CACFP Today

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Kimberly Musiedlak  
Nutrition Program Consultant  
Wisconsin Department of Public Instruction  
P. O. Box 7841

Madison, WI 53707-7841  
608-264-9542 or 1-800-441-4563  
Kimberly.Musiedlak@dpi.wi.gov  
[www.dpi.wi.gov/fns](http://www.dpi.wi.gov/fns)



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## December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
Pear Month <a href="http://www.usapears.com">www.usapears.com</a>		Qtrly NPFS Report <sup>1</sup> Due				
6	7	8	9	10	11	12
13	14	15 Claim Due <sup>2</sup>	16	17	18	19
20	21	22	23	*24 Happy Holidays	*25	26
27	28	29	30	*31		

## January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					*1 New Year's	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Claim Due <sup>2</sup>	16
17	*18 Martin Luther King Jr. Day	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
American Heart Month <a href="http://www.americanheart.org">www.americanheart.org</a>						
7	8	9	10	11	12	13
14	*15 Claim Due <sup>2</sup> Furlough Day	16	17	18	19	20
21	22	23	24	25	26	27
28						

<sup>1</sup>Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

<sup>2</sup>Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15<sup>th</sup> of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

**\* DPI State Offices Closed**

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/newsltrcnt.html>.